

“Grantee Letter Head”

Date:

Department of Housing and Community Development
 Division of Community Affairs/State CDBG Program
 Attn: Fiscal Unit, CDBG, MS -390-4
 Post Office Box 952054
 Sacramento, CA 94252-2054

Dear Sir:

RE: Warrant for CDBG Grant No. _____

Please find attached a copy of the warrant, **original** sent to HCD’s accounting office, for \$_____. The warrant is being sent to HCD for the following reason(s):

- ☐ The return of \$ _____ of **interest earned** on CDBG funds advanced to the grantee.
- ☐ The **temporary return** of \$_____ of excess CDBG funds requested. The returned funds will be drawn down at a later date.
 The returned funds were requested for the following activities:

Program Activity	HUD Code	Total Requested by Activity	Amount Returned by Activity	Net Funds Requested (Cols. 3 minus 4)

- ☐ The return of \$_____ of unused CDBG grant funds. The returned funds should be **disencumbered** from the grant.

Program Activity	HUD Code	Total Requested by Activity	Amount Returned by Activity	Net Funds Requested (Cols. 3 minus 4)

Please call me at () if you have any questions.

Sincerely,

Name
 Title